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SCI-TECH NEWS

The Official Bulletin of the
**SCIENCE-TECHNOLOGY DIVISION
SPECIAL LIBRARIES ASSOCIATION**

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CHEMISTRY • PETROLEUM • ENGINEERING-AERONAUTICS • PUBLIC UTILITIES • PHARMACEUTICAL • METALS

VOLUME 5

JUNE 1951

No. 2

EDITORIAL THOUGHTS

TOO MUCH BUSINESS

Too darn much business, if we may say so, takes up the major part of our time at SLA Conventions. We have not checked back to previous years to determine the trend, but we suddenly realized on adding up the hours of meetings on the St. Paul program that the predominance of business meetings over technical meetings has gone too far. Without counting the evenings or the Monday morning sessions, which are certainly not technical, a total of 6 hours and 35 minutes is allotted to Sci-Tech professional meetings one member can attend and 14 hours to various business meetings — Section, Division, Council, and Association, not to mention the additional hours the poor Board members have to spend in all-day sessions Sunday and Friday.

While we have been trying to gain professional stature by raising qualifications for membership we have been losing it by lowering the professional caliber of our Conventions. Of course everyone can not be satisfied — some want a 3-day meeting, others want a full week. The Convention Committee has done an admirable job in compromising and the Program Committees have prepared an excellent program—which is just going to make some people unhappier because they can not be in four places or more at the same time on Monday afternoon. To look at the whole SLA program, and all of us can find topics of definite interest in other Division meetings, one would say that we have a very fine professional program, but when a dutiful Sci-Tech member can attend only 6 hours and 35 minutes of it how professional is that?

What do we propose? As the first step, eliminate the Association Business Meeting. Since we now have a mail ballot for constitutional changes, why not leave the lesser business to the Council and Executive Board. For several years all members have been "urged to attend" the Council meetings and about the same people attend at Conventions as do the business meeting. Most of those not on the Council are too timid to speak at a large meeting anyway, and all Council members attempt to present the majority opinion of the group they represent. If they do not, the minorities can still be heard either in person or by written communication (the letters-to-the-editor column of SCI-TECH NEWS has been much offered and little used).

With the elimination of the duplicative Association Business Meeting on the current program we would still have more business than technical. We think the ratio should be about the reverse of what it is this year but will wait for reaction to the first step proposed before suggesting others.

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Still "Coming Soon"

We had hoped to be the first to say, "send your orders for TECHNICAL LIBRARIES, THEIR ORGANIZATION AND MANAGEMENT to". However, the publicity is not to break until the books are delivered in New York and at deadline time the promised date was "sometime in June." The book has nearly 200 pages, includes bibliography, is illustrated and is bound in navy blue cloth. It will be offered to Institutional members free; to others the price will be about \$6.00.

FAREWELL

With this issue we, the Editor, take our leave from SCI-TECH NEWS. It's been fun and the response of the membership has been very gratifying, but after two and one-half years we have become increasingly covetous of that month of Sundays and week of evenings each issue requires. Without the aid of our very efficient Business Manager and Abstract Editor and the enthusiastic cooperation of the present and past Division Chairmen we could not have continued nearly this long. We thank them all, as well as our many correspondents who have supplied the material and last but not least, you our subscribers who have supplied the means.

NOTE—To any reader who may have material for the next issue—send it to the present Editor if you do not know the new one, whom we can not announce at this time, and it will be forwarded promptly.

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SCIENCE-TECHNOLOGY DIVISION

ADVISORY COMMITTEE

MINUTES OF MEETING, March 3, 1951,

9:00 A.M., Hotel Statler, New York

In attendance:

Eugene B. Jackson, Vice-Chairman; Chairman,
Ways and Means Committee.

Gretchen Little, Past Chairman

Alberta Brown, Chairman, Convention Program

Gretchen Runge, Chairman, Membership Committee; Chairman, Philadelphia S-T Group

Genevieve Ford, Chairman, Public Relations Committee

Anne Nicholson, Chairman, Chemistry Section

Mildred Clark, Chairman, Pharmaceutical Section

Ralph H. Phelps, Chairman, S-T Group, New York Chapter

Rita Brantlinger, Chairman, S-T Group, Pittsburgh Chapter

Samuel Sass, Representative, S-T Group, Western New York Chapter

Lucille Jackson, S-T Manual Editor

Mildred Baker, New Jersey Chapter

Marie Goff, Philadelphia Chapter

Meeting called to order at 9:10 by Vice Chairman Eugene B. Jackson. He stated that Chairman Hoffman expressed regret at being unable to preside at this meeting, but circumstances prevented. In the absence of the Division Secretary, Gretchen Little and Gretchen Runge were asked to take notes.

MANUAL — The Vice-Chairman noted that the Manual was now in galley proof, and that the size of the edition and the price would be items of Executive Board action that morning. Lucille Jackson noted that the actual cost of printing and binding would be \$2.20 per copy. (Other statements during the day as to the cost varied, with figures as much as \$2.75 quoted, depending on basis of computation). Miss Jackson reported that when the

usual SLA publications formula was applied, that the selling price would be \$5.75, including \$1200.00 profit to SLA. Gretchen Little moved that the publication be declared self-sustaining. After discussion, this seconded motion was amended to state that the publication should be available to institutional members at a 50% reduction. Accordingly, this recommendation was later made to the SLA Executive Board.

While discussing the matter of the size of the edition to be recommended, the matter of a possible title change was broached. It was felt by some that having the phrase "S-T Libraries" in the title would cut down on the possible sale of the book. Mrs. Goff suggested that a title similar to "Technical Libraries, Their Organization and Management" be recommended to the Executive Board. After extended discussion, the motion carried. Various plans for publicity of the new book were discussed, including the writing of letters to the secretaries of the major scientific societies asking if they desired review copies of the book.

Gretchen Little then took the chair, and the Vice Chairman left for the Executive Board meeting. Extended discussion on the manual took place there. Final decisions made by the SLA Executive Board were: Size of edition to be 2,000 copies, with type to be held by the printer for one year at a cost of \$100.00; title to be decided by Chairman, SLA Publications Committee on the advice of S-T Division; price not to exceed \$6.00 per copy and to be set by Chairman, Publications Committee; institutional members to be offered book free.

AWARDS PROJECT — Past Chairman Little then introduced the important new S-T project — the Awards Project — by asking one of its originators, Marie Goff, to speak of the Chemistry Section's thoughts on it. Mrs. Goff mentioned that there was a great need for such a project, and that it had been considered for several years, and that she hoped it would be undertaken and completed shortly. Questions she thought such a project would answer would be names of awards, requirements for them, names of recipients, and the relative importance of the award. It was decided that there would be a bibliography of where all papers meriting or covering awards appeared. The origin of the award would be covered, in a small introduction, with a reference to source. It was further decided to restrict the awards to those listed in the latest edition of the National Research Council's Bulletin 115, Scientific and Technical Societies in the U. S. and Canada. The main list would be by award name, with cross reference in the index. Only awards for achievements would be listed.

Gretchen Little then stated that as Chairman of this awards project that she had suggested to Chairman Hoffman that one energetic person be appointed by each Section Chairman to assist on the

(Continued on page 4)

SCIENCE - TECHNOLOGY DIVISION

Final Convention Program

Monday, June 18

1:30-3:15 Section Meetings

Engineering-Aeronautics

W. Roy Holleman, Presiding

1. Electronic Development in the Military and Civilian Fields.
—Lois M. Yike, Librarian, Minneapolis-Honeywell Regulator Co., Minneapolis, Minn.
2. Current Library Tools in the Electrical Industry and Sources of Electrical Technical Information.
—Alice V. Neil, Librarian, Research Laboratory, General Electric Co., Schenectady, N. Y.
3. Libraries — An Industrial Catalyst.
—Walter J. Granfield, Records Manager for Aero Division, Minneapolis-Honeywell Regulator Co., Minneapolis, Minn.

Metals Section

Morris Schrero, Presiding

1. Publications and Services of Engineering and Metallurgical Societies in the British Commonwealth of Nations, Exclusive of the United Kingdom.
—Mrs. Moira C. Jones, Librarian, Aluminum Laboratories, Ltd., Kingston, Ont.
2. Publications and Services of Metallurgical Societies in Great Britain.
—N. Imogene Copps and Dr. E. C. McClintonck, University of Virginia, Charlottesville, Va.
3. English Language Abstracts or Papers in Foreign Journals.
—Dr. Iver Igelsrud, Librarian, Battelle Memorial Institute, Columbus, O.

Petroleum Section

Mrs. Louise T. Jackson, Presiding

1. Applications of Work Simplification in a Petroleum Library.
—Mrs. Margaret M. Rocq, Librarian, Standard Oil Co. of California, San Francisco, California and Miss Eugenia B. Ironside, Library, Shell Development Co., Emeryville, Cal.
2. Training a Staff for Technical Work in a Petroleum Research Library.
—Mignon Gill, Librarian, Universal Oil Products Co., Riverside, Ill.
3. A Simple Method for Handling Clippings.
—Mignon Gill, Librarian, Universal Oil Products Co., Riverside, Ill.
4. Review of Petroleum Section Activities, 1950-51.
—Mrs. Louise T. Jackson, Librarian, Humble Oil and Refining Co., Houston, Tex.

Pharmaceutical Section

Mrs. Mildred P. Clark, Presiding

1. A Research Man's Concept of the Library.
—Charles V. Netz, Ph. D., Prof. Pharmacy, University of Minnesota, Minneapolis, Minn.
 2. How "Unlisted Drugs" is Produced.
—Winifred Sewell, Librarian, E. R. Squibb and Sons, Brooklyn, N. Y.
 3. Foreign Sources of Pharmaceutical Information.
—Ernest Spitzer, Librarian, Chas. Pfizer and Co., Brooklyn, N. Y.
 4. Library Headaches, Round-table discussion.
—Lois Bacon, Chairman, Librarian, Sterling-Winthrop Research Institute, Rensselaer, N. Y.
- Books — Borrowed, Lost or Stolen?
—Mrs. Irene M. Strieby, Librarian, Lilly Research Laboratories, Indianapolis, Ind.
- Remedies for Moving Pains.
—Eugenia P. Tenney, Librarian, International Minerals and Chemical Corp., Chicago, Ill.
- Space Saving.
—Gertrude Horndler, Librarian, Schering Corp., Bloomfield, N. J.

Public Utilities Section

Miss Josephine I. Greenwood, Presiding

1. Labor Saving Applied to Magazine Circulation.
—H. E. Bumgardner, Supervisor of the Library, Detroit Edison Co., Detroit, Mich.
2. Book Selection: Panel Discussion.
—Mary Agee, Chairman, Librarian, American Gas Association, New York, N. Y. and Miss Jane Davies, Librarian, Union Producing Co., Shreveport, La.

3:30 - 4:30—All S-T Section Business Meetings.

Chemistry
Engineering-Aeronautics
Metals
Petroleum
Pharmaceutical
Public Utilities

Tuesday, June 19

1:30 - 4:30—S-T Division Business Meeting.
Thelma Hoffman, Chairman, Presiding

6:30 S-T Division Dinner
Thelma Hoffman, Chairman, Presiding
The Challenge to Business Papers.
—Tom C. Campbell, Editor, Iron Age, New York, N. Y.

Wednesday, June 20

S-T DIVISION GENERAL SESSIONS

Thelma Hoffman, Chairman, Presiding

9:00-10:00 A.M. Subject Indexing in Chemistry Libraries.
—Alberta Barkley, Asst. Technical Librarian, Monsanto Chemical Co., and Dr. Jerrold Orne, Director of Libraries, Washington University, St. Louis, Mo.

In charge of Chemistry Section;
Anne Nicholson, Presiding

10:00 - 11:00 A.M. Improving the Internal Information Services in Scientific Research Organizations.

—Saul Herner, Librarian, Applied Physics Laboratory, Johns Hopkins University, Washington, D. C.

11:00 - 12:00 A.M. Science Program of the Library of Congress.

—Dr. Raymond L. Zwemer, Chief, Science Division, Library of Congress, Washington, D. C.

In charge of Engineering-Aeronautics Section;

W. Roy Holleman, Presiding

1:30 - 3:20 P.M. A National Bibliographic Institute; Joint Meeting with Social Sciences Division. Panel Discussion.

—Verner W. Clapp, Chairman, Chief Asst. Librarian, Library of Congress, Washington, D. C.

Panel to be announced.

3:30 - 4:30 P.M. School for incoming officers.

S-T DIV. ADVISORY COMMITTEE

(Continued from page 2)

Awards Project Committee, preferably a person vitally interested in the project and who was convinced of its value.

The Public Relations Committee will notify the SLA Publications Committee and the SLA Division Liaison Officer that the S-T Division intends to prepare a book on awards, giving for each award listed the name of the award, date of establishment, description of the achievement recognized by the award, award winners (with bibliographic citation and company name included).

SALARY SURVEY — The Vice-Chairman mentioned that there had been numerous requests to Chairman Hoffman for a new salary survey, covering more members and being more representative than the survey taken at the Atlantic City Convention under Miss Margaret Firth's direction. Possibly the questionnaires could be sent out with the ballots, and the results could be published. The Advisory Committee suggested that a Salary Survey as outlined above be undertaken.

ANNUAL BUSINESS MEETING — The advisability of having a stenotypist at the annual meeting was then discussed. Past Chairman Little stated that a stenographic record of these meetings had been most helpful to her and to Chairman Hoffman. Pharmaceutical Section Chairman Clark offered to have such a stenotypist paid from Pharmaceutical Section funds which offer was tentatively accepted by the Vice Chairman for Chairman Hoffman. It was emphasized that all should participate actively in the Annual Business Meeting in St. Paul for the good of the Division and the guidance of the Division's Officers in the needs, desires, and hopes of the Division members.

SECTION ELECTIONS — A statement from Chairman Hoffman was then read as follows: "The S-T Chairman wishes to remark at this time that the Sections must select their own Chairmen for next year. Whether they wish to have an election with a single slate or a double slate is a matter for the Sections to decide as well as the manner in which the elections are conducted. The definite responsibility of providing for the nominating committee and the mechanics of procedure rests with the present Section Chairmen. In the past, part of the Sections selected their own officers and part depended on appointment by the S-T Chairman. Last year's questionnaire indicated that all Sections felt the responsibility for selection should rest with the Section members. Time is provided at the convention for business meetings for all sections. If your election is to be conducted there your nominating and election committee must have acceptances in advance and procedure worked out as there is not enough time if the meeting is started without a definite plan."

CONVENTION PROGRAM COMMITTEE REPORT

—Alberta Brown, Chairman reported that a tentative program had been arranged, though no details had been received by her as yet from two Sections. The matter of abstracts of convention papers for the SCI-TECH NEWS and for the SPECIAL LIBRARIES was discussed and the Advisory Committee thought that such abstracts were helpful and needed. Abstracts would thus be available for the convention daily news sheet. In the future it was suggested that Program Chairmen have abstracts ready for the March SCI-TECH NEWS. One member suggested that a non-entertaining but valuable part of the program would be a "School for Incoming Officers"; this could be held if the Committee and Section appointments could be made prior to Convention. It was stated that the summer was over before some of the persons present at this Advisory Council meeting were sure of just what their jobs entailed. The Vice-Chairman stated he would attempt to make as many appointments as possible prior to the St. Paul Convention. In future years the Sections would hold their elections prior to Convention time, which would be a help.

DIVISION STRUCTURE COMMITTEE REPORT

—In the absence of the Committee Chairman, the Vice-Chairman presented the preliminary draft of the "Handbook for S-T Division Officers" to the Advisory Committee for their comments. Those present scanned the portions of the "Handbook" applicable to them, and some of the pages were taken home and later returned to the Vice-Chairman. A suggestion that found favor was that a "time-table of dates" would be a valuable addition to the handbook — when "should" "what" be done. The manual prepared by Winifred Sewell for the Pharmaceutical Section was mentioned as a possible aid to the Division Structure Committee.

MEMBERSHIP COMMITTEE REPORT—Gretchen Runge, Chairman, reported that in September 1950 there were 1279 S-T members, and by January 1951 the total had increased to 1453 members. Post cards for indication of Section affiliation were recently sent out by the Division Chairman. Gretchen will then make lists of section members and send them to the respective Section chairmen.

NOMINATING COMMITTEE REPORT—It was mentioned that candidates had been selected and ballots would be made in late March.

PUBLIC RELATIONS COMMITTEE REPORT—Chairman Ford suggested that there be both a Chairman and a Vice-Chairman to this Committee. She further reported that she had been in close contact with the SLA Public Relations Chairman, Miss Elizabeth Ferguson, all year, had been feeling her way gradually, and had the beginnings of a publicity program underway. She felt the need of a clipping service, but knew it would be too expensive. The Committee's duties were felt to be still too nebulous. She felt the Committee should not only collect but also foster ideas. Timing is valuable in publicity work. The Vice-Chairman requested Miss Ford to serve another year as Chairman of this important Committee.

SCI-TECH NEWS—A report from Mr. William J. Vitali, Business Manager, was read. Receipts for 1950 were \$616.50 and disbursements were \$666.22. There is a total deficit for 1949 and 1950 of \$85.93.

WAYS AND MEANS COMMITTEE REPORT—Chairman Eugene B. Jackson reported that a sample budget had been prepared on the basis of 1400 members. This budget follows:

Postage for Chairman and Secretary (40 letters/mo. and 3 copies ea.)	\$70.00
Ballot reproduction	16.00
General mailings (3 x 1400 x .02)	84.00
Awards Project Postage	15.00
Awards Project Envelopes Addressed	5.00
	<hr/>
Plus \$5.00 @ Section	30.00
	<hr/>
	220.00
Receipts = \$.15 x 1400	= \$210.00
Deficit	10.00

The Pharmaceutical Section declined the \$5.00 allotted them, which reduced the budget deficit to \$5.00, instead of \$10.00. The Microcard project was mentioned briefly as a way to raise money, but shortness of time prevented an extended presentation of this project.

CHEMISTRY SECTION REPORT—Presented by Chairman Nicholson, including the announcement of Miss Elizabeth Bowerman as Chairman, Chemistry Section Nominating Committee. Miss Nicholson mentioned again the value of abstracts of convention papers.

PHARMACEUTICAL SECTION REPORT—Presented by Chairman Clark. There are 700 to 1000 subscriptions to UNLISTED DRUGS, and they have about \$1000 in their Section fund. Each issue costs from \$50 to \$60, and costs included a stenographer at \$1.60 per hour.

PHILADELPHIA S-T GROUP REPORT—Chairman Runge reported that Philadelphia was continuing its study of the possibility of correlation of government series and PB reports, and/or German patents and PB reports.

MEETING ADJOURNED 12.00 Noon.

In a later more detailed report the Ways and Means Committee presented a complete account of funds spent in 1949-50, estimated 1950-51 and budget for 1951-52. It was found that far more of the Division expenses are taken care of by donated materials of members' employers than by SLA. In the budget for 1951-52 only \$47 is anticipated as donated by companies and in this case there will be a deficit of \$144 if only 15c per member is allotted from Headquarters. The Division needs 27c per member in 1951-52 to break even, in spite of a decrease of \$100 in the budget from what was spent by or for the Division this season. Possibilities other than increased allotments being actively explored by the Committee include a microcard publication program and a "royalty" arrangement with SLA on publications prepared by S-T Division authors.

NOTES FROM THE MARCH EXECUTIVE BOARD AND ADVISORY COUNCIL MEETINGS

Aid for exhibits. The SLA Public Relations Committee recommended that one or more backdrops with "Special Libraries Association" and the slogan "Putting Knowledge to Work" printed in large letters be obtained for loan from Headquarters to any exhibit by a unit of SLA. An expenditure of \$35 was approved for a felt banner for this purpose. It was also proposed that a sub-committee of the Public Relations Committee be placed in charge of exhibits and formulate a policy on handling of exhibits and distribution of SLA public relations literature. In connection with the request for 400 copies of the pamphlet "Special Librarianship as a Career" for the exhibit at the National Education Association meeting in Chicago March 26-29, 1951, the Executive Secretary again mentioned the desirability that requests for large quantities of exhibit material be made as far in advance as possible, preferably at the beginning of the Association year. In the future the Public Relations Committee is to advise the Executive Secretary on granting requests for bulk lots of SLA material for exhibits when the supply is short or reprinting would be necessary.

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CONVENTION ABSTRACTS

(in order of their appearance on program, page 3)

"Current Library Tools in the Electrical Industry and Sources of Electrical Technical Information"

by Alice V. Neil

Types of periodicals — news, review, general, etc., as well as abstracts, reference books and other sources of information in this field will be discussed, with hints on what to look for and how to extract the information efficiently.

"Libraries — An Industrial Catalyst"

by Walter J. Granfield

Just as a chemical catalyst serves to accelerate a reaction between various chemicals, the Library of today serves to accelerate the reactions of industrial research and design. Equipment becomes obsolete very quickly; the pressure is continually on research and design engineers to invent, devise, develop, new instruments to do more and more things. The designers do not have the time available to try everything in a given field themselves. They must take advantage of the work of others elsewhere — in their own company, in other companies, in private research firms or in the universities.

The Library, whether industrial, technical society or public, serves to maintain the published papers, memoranda and books for ready review by the scientist or engineer. Thus the Library serves as a catalyst by obtaining, maintaining and providing information that saves valuable time in the design or development of new industrial products. However, the Library goes one step beyond a chemical catalyst. At the end of the reaction in chemistry, the catalyst is left relatively unchanged; in a technological reaction, the catalytic library receives the fruits of the reaction in the form of additional valuable information. So the catalyst of Industry, in a sense, is self perpetuating.

"Publications and Services of Engineering and Metallurgical Societies in the British Commonwealth of Nations, Exclusive of the United Kingdom."

by Mrs. Moira C. Jones

The prominence of the major British and American technical Societies tends to obscure the younger and smaller societies in the British Commonwealth countries. Work carried on by these societies is, nevertheless, making a significant contribution to metallurgical literature. Their varied geographical locations create a diversity of interest and specialized problems for solution. The aims, activities and publications of twelve societies in Canada, India, South Africa and Australia will be discussed.

"Publications and Services of Metallurgical Societies in Great Britain"

by N. Imogene Copps and E. C. McClintock

Some forty societies or equivalents in Great Britain are concerned with metallurgy and are willing to supply information. Ten others barely touch the field, and eight more with promising titles or

references were publicity organizations or did not reply (a total of 61). Of the active groups, 6 are general in scope, 6 emphasize ferrous, 7 non-ferrous, and 21 special or related applications (as ceramics, welding, electrical, marine). Eight societies maintain libraries of 4,000-150,000 volumes; 15 publish journals — proceedings or transactions, 21 prepare papers or reports, and 6 offer abstract and search services.

"English Language Abstracts or Papers in Foreign Journals"

by Dr. Iver Igelsrud

This paper will discuss foreign language technical journals which publish English language abstracts of their papers, or which publish some of their articles in English. Examples of such journals are found in Sweden, Japan and Switzerland, to name a few. Many Russian journals published some of their text in English until recently. There are numerous other examples. The author will show the extent of this practice and indicate present trends in various fields of scientific and technical research and engineering.

"Application of Work Simplification Techniques in Petroleum Libraries"

by Margaret M. Rocq

An increasing work load in a library calls for additional staff, for curtailment or elimination of services, or for improvement in methods by work simplification. A procedure analysis chart drawn with standardized symbols may be used to analyze the library's present practices, and to form a base for suggested improvements. One of the ways to apply work simplification is through better forms. One-time-carbon multiple forms are useful for ordering publications and for placing periodical subscriptions.

"Application of Work Simplification in a Petroleum Library; Daily List of Current Literature Received"

by Eugenia B. Ironside

In the Shell Development Company, with a professional research staff of about 450, the need is felt to present a general digest of the current literature received as quickly as possible. Abstracting is a comparatively lengthy process; so, to meet this need, the library issues its "Daily List".

The "Daily List", issued on an average of four times weekly, is a selected title and author listing of items of company interest from the 200 journals received, as well as announcements of acquisitions of books and vertical file material. Thus all staff members have before them within 4 days at the most, a review of the most recent literature, and can request the original from the library.

The presentation of the literature by this method, as against abstracting, has met the special needs of the staff very well. Many more of the articles appearing in the journals can be brought to the immediate attention of many more members of the staff than would be possible through the longer and more involved method of abstracting.

"Training a Staff For Technical Work in a Petroleum Research Library"

by Mignon Gill

Whatever the previous background, new workers in petroleum libraries benefit by a planned course of training which has been especially designed to give them a knowledge of company interests, and the library methods used in that company. Non-chemists, and even chemists who have not previously worked in the field of petroleum, should receive some instruction in the fundamentals of hydrocarbon chemistry and its applications.

An account is given of the course of training used in one petroleum library. This includes two courses, both consisting of a series of questions which are to be answered by reference to the literature. The first is a short course designed primarily to give instruction in library methods and locations. The second consists of a series of twelve lessons to be completed in a period of twelve weeks. It is intended to impart (1) basic knowledge of the four broad classifications of the hydrocarbons in petroleum, (2) practical applications in the petroleum industry, (3) selection and coding of journal articles of interest, (4) use of "Chemical Abstracts" and other abstracting services.

"How UNLISTED DRUGS is Produced"

by Winifred Sewell

This survey will follow the steps taken from the time a new drug is noticed in a journal by one of the participants in the project until its description appears in an issue of UNLISTED DRUGS. Special emphasis will be placed on the editorial policies, including criteria for inclusion of submitted items, standards for punctuation and abbreviation, and amount and form of information to be given for each item of description, i.e., name, composition, manufacturer, action, dosage, and reference.

"Foreign Sources of Pharmaceutical Information"

by Ernest Spitzer

While American sources of information on pharmaceutical agents are familiar and constantly used, old and new sources of foreign information are not so well known in this country. A survey of available foreign sources is presented, with an evaluation of their utility to the pharmaceutical librarian.

"Labor Saving Methods Applied to Magazine Circulation"

by Harvey E. Bumgardner

This paper treats of several changes in library routine that have been introduced during recent years to facilitate the handling of magazine circulations. These changes have improved the service to employees, minimized the amount of labor required to do the job, and greatly reduced the chances of errors in the records.

In a company with offices scattered over 7800 square miles the library circulates 260 magazines to some 1050 employees as they request. The total

number of magazines-per-employee circulation was about 192,000 last year. Changes in the system made during the period 1940-1948 were (1) discontinue having magazines returned to Library after each individual (now only after 10 persons); (2) discontinue annual checking of circulation lists (now changes made as requested); (3) punch card system for record keeping and machine printing of distribution lists from the cards.

In 1940 with 8500 total employees, magazine circulation required 100 man-hours, and now with 11,600 employees the work is being done in 30 man-hours per week.

"Subject Indexing in Chemistry Libraries"

by Alberta M. Barkley and Jerrold Orne

The small to medium-sized chemical library indexes patents, periodical literature and company reports at an average rate of 5,000 items per year. The high cost of subject indexing can be reduced by excluding material irrelevant to the principal interests of the organization and by always considering the company point of view. Machine-sorted punched card systems are rarely used for small indexing operations because of the great expense in equipment and technical personnel. Manually-sorted punched cards are well adapted for bibliographies and special subject files, but limited coding capacity and difficulty in punching and sorting restricts their usefulness for library indexing. The conventional card file is almost the universal answer for the subject index. A good card reproduction system, such as Multilith or Mimeograph, lowers the cost of indexing and makes possible the inclusion of every necessary subject. An abstract on every card increases the value of a subject index; a dictating machine may be useful in preparing the abstract.

Booklet for South African Industrialists

(sounds interesting for Americans too — Ed.)

The South African Council for Scientific and Industrial Research is shortly to publish the following booklet:

"Books are tools: the organization of small technical libraries for South African industry."

This is written by the Head of the Council's Library and Information Division in Pretoria and it aims to provide a brief guide to the setting up of individual industrial libraries, particularly by small firms who, though they recognize the need, are doubtful about the cost and details of organization.

The booklet will consist of about 30 pages with illustrations inset, and it is hoped that the publication date will be in June, 1951. The price will be in the neighborhood of half a crown.

Advance orders may be addressed to the Head of the Library and Information Division, Council for Scientific and Industrial Research, P.O. Box 395, Pretoria, and copies will be reserved.

THE YEAR WITH THE SECTIONS

Chemistry Section

Projects

The proposed cumulative index to the Transactions of the American Institute of Chemical Engineers announced in previous issues of SCI-TECH NEWS is not yet under way but some workers have volunteered (more are needed) and plans are to be completed for consideration of the Convention business meeting. The potential sales volume has been estimated to be at least 500, which would yield enough for self-support at \$10 a copy. It would be about 500 pages and could be issued by offset printing in the same binding as the Transactions for about \$4000. It may be noted that this project is not an original idea with the Section but came as a result of the reputation of the Sci-Tech Division and the Section from past work on the indexing of war-time vested patents, the Chemical Abstracts patent number index, the PB Index and others.

Public Relations Committee Representative

Miss Erna L. Gramse, Westvaco Chemical Division, Food Machinery and Chemical Corp., New York, has been the Section's representative on the Division Public Relations Committee. Her duties in this first year of the position have been to obtain biographical data on Convention speakers and officer candidates and to assist the Division Committee when possible.

Nominating Committee

Miss Helen Dikeman, Monsanto Chemical Co., Springfield, Mass., has been chosen as candidate for the position of Vice-Chairman and Chairman-Elect of the Chemistry Section by the Nominating Committee, consisting of Elsie L. Garvin, Eastman Kodak Co.; Allen G. Ring, Mallinckrodt Chemical Works and Elizabeth G. Bowerman, Armstrong Cork Co., Chairman. Further nominations will be accepted at the Convention business meeting but if a group has another candidate to present, it would be well to obtain the person's consent beforehand, as the election will take place at that meeting. The present Chairman-Elect, Mrs. Marie S. Goff of the du Pont Co., will take office as Chairman at that time.

Mrs. Goff, Librarian, Technical Library, E. I. du Pont de Nemours and Co., Inc., Wilmington, Del., is a graduate of Chevy Chase School, Washington, D. C., and the Drexel Institute of Library Science, Philadelphia. She is a member of SLA, ALA, Delaware Library Association and the Chemical Literature Division of the American Chemical Society. She has been on several SLA and ALA committees and for the last two years has been Vice-President and President of the Philadelphia Chapter of SLA. At present Mrs. Goff is a member of the Special Libraries Advisory Group for the sub-committee which is revising the ALA Manual on Personnel Organization and Procedure. She is the

author of that intriguing title, "Books — or Bunsen Burners", which came out in the January-February 1944 issue of Dupont Magazine and was reprinted in Special Libraries November 1944, and also of a paper on, "The Administration of a Special Library", in Special Libraries September 1937. Mrs. Goff was one of the organizers of the Philadelphia Science-Technology Group and has been a member of the Section for many years.

The candidate for Vice-Chairman and Chairman-Elect, Helen G. Dikeman, Librarian, Research Department, Monsanto Chemical Co., Plastics Division, Springfield, Mass., is a graduate of Duke University and was engaged in statistical work for McKesson and Robbins in Bridgeport, Conn., until 1939 when she joined the staff of the Technology Department of the Bridgeport Public Library from where she went to her present position. Miss Dikeman has been President of the Connecticut Valley Chapter, a member of its Board of Directors and the Science-Technology Division Representative of the Chapter since 1949. This last year she served on the SLA Placement Policy Committee and participated in the organization of the Springfield Section of the Connecticut Valley Chapter. Last year in Atlantic City she gave one of the Section's papers on "Services and Information Offered by Chemical Associations".

Agenda of Convention Business Meeting

Election procedure—double slate of candidates? —dues to support a Section bulletin and mail ballot?—business meeting election in any case?

Publisher of A. I. Ch. E. Transactions Index — Section, SLA, or Institute?

Petroleum Section

The project of the year for this Section was its Duplicate Exchange. Fourteen members submitted lists of duplicates and many more indicated interest in participating, to make a worthwhile beginning for the project. The Section Convention program has been arranged by Miss Mignon Gill, Universal Oil Products Co.

Pharmaceutical Section

In addition to the successful permanent project, UNLISTED DRUGS, the Section's second project, the Union List of Periodicals in Pharmaceutical Libraries, is well on its way to completion. The holdings of 23 libraries are in hand to date. Plans for publishing the List and discussion of a new proposed project, a foreign patent pool will be taken up at the Convention. The Section Chairman has issued two "letters" to the membership during the year and a mail ballot was sent out in May.

Special Announcement

The Biological Sciences Division, through its Chairman, Mrs. Florence A. Cooksley, has invited Pharmaceutical Section members to take the trip to the Mayo Clinic on June 20th during the Convention. The Clinic will provide luncheon, a tour and

an interesting program. The only expense will be \$4 for the bus trip. The number invited by the Clinic is limited and only certain groups, including the Pharmaceutical Section, can be included. Reservations must be made at once with Miss Frida Pliefke, Hennepin County Medical Society, 2000 Medical Arts Bldg., Minneapolis 2, Minn.

Public Utilities Section

In addition to the successful exhibit held at the American Gas Association Convention last fall, two projects are in progress, a survey of publicity methods by public utilities, and a list of power plants in the United States. Two Section bulletins have been distributed during the year. The election of new officers is to be held at the annual business meeting in St. Paul.

Metals Section

Plans are rolling along for participation in the "World Metallurgical Congress" at Detroit, October 15-19, 1951. The American Society for Metals has assigned the Section a booth at the concurrent National Metals Exposition for an exhibit and reference service covering foreign and American technical periodicals and translations. A two-day program open to all visitors to the Congress is also planned.

The Section Nominating Committee, Helen Basil, Eleanor Wright and Genevieve Ford, Chairman, submitted the following slate of candidates voted on in a mail ballot in May.

Chairman: Mrs. Virginia B. Seidel, International Nickel Co., New York.

Mrs. Marjorie O. Baker, Baker and Co., Inc., Newark, N. J.

Vice-Chairman: (Chairman-Elect)

Mrs. Moira C. Jones, Aluminum Laboratories, Ltd., Kingston, Ont.

Mr. F. M. Etheridge, Consolidated Mining and Smelting Co. of Canada, Ltd., Trail, B. C.

Secretary-Treasurer

Mrs. Vivian J. MacDonald, Aluminum Co. of America, New Kensington, Pa.

Miss Alice D. Paulin, American Steel and Wire Co., Cleveland, O.

The unofficial winners in the election, just announced, are Mrs. Seidel, Mr. Etheridge, and Mrs. MacDonald.

Due to taking a new position with the National Advisory Committee on Aeronautics as Reference Librarian, Miss Grace Bogart, formerly Librarian at Armco Steel Corp., found it necessary to resign as Chairman-Elect of the Section.

The Section "Publications and Projects Fund", authorized last year at Atlantic City, is being started with the small sum received from selling reproductions of Section papers. Other news of interest may be found in Metals Section Bulletin No. 9 issued in May by Miss Frederica Weitlauf, Timken Roller Bearing Co., Canton 6, Ohio.

CHAPTER DOINGS

Kansas City

Of especial interest to Sci-Tech members was the meeting of this Chapter on May 5th at the Linda Hall Library in Kansas City. Mrs. Eulalia Chapman, director of the Bibliographic Center for Research of Denver, Colorado described the work done by the Center, with special emphasis on services usable by special librarians. Dr. Paul Howerton of the Julius Hyman Company in Denver spoke on "Industry and the Special Library." Dr. Howerton, a literature chemist and scientific translator, presented some interesting points on the importance of special libraries to research departments of industrial firms.

Southern California

Sci-Tech Group Chairman: John Milek, Hughes Aircraft Co.

We give prominence to the above because this Chapter and its representative was missed in our list of December, 1950.

The January Chapter meeting was in charge of the Sci-Tech Group and Mr. Milek presented as speaker of the evening, Mr. Jake Zeitlin of Zeitlin and Ver Brugge, prominent West Coast book dealers. In a talk on "Great Books in the History of Science" Mr. Zeitlin covered highlights of scientific literature in nine fields, indicating not only the chief contributors and the nature of their contributions, but something of the value of their books from the collector's standpoint. Beginning with the polymaths, those early masters of all science of their day, progress was illustrated through mathematics, astronomy, physics, chemistry, geology, botany, zoology, and medicine, from Aristotle and da Vinci to Sir William Osler and Einstein. In conclusion the speaker quoted Robert Oppenheimer's views expressed in the September 1950 *Scientific American* on the necessity of freedom in research and of co-operation for advancing science.

Milwaukee

On April 28th the members of this Chapter were given a look at what is probably the most modernistic research laboratory and library in the country. Mrs. Ina Kuzel, Librarian, was hostess for S. C. Johnson and Son, Inc. of Racine, Wisconsin for a meeting at their new Research Tower. This unbelievable building, designed by Frank Lloyd Wright, rises more than 150 feet in the air and is 40 feet square, yet at ground level it is supported by an irregular oval base only 13 feet across at one point. Each of the fifteen floors (alternately round and square) is supported from the central core by a cantilever type construction. The Research and Development Library is on the second floor of the Tower and all of its furniture was also specially designed by Frank Lloyd Wright. Dr. J. Vernon Steinle, Research and Development Vice-President of the company, gave an illustrated lecture showing various phases during the construction of the new buildings and then guided tours through them.

Pittsburgh

Highlights of the year with Sci-Tech members in this Chapter were the following meetings:

Dinner Meeting, College Club, Nov. 6, 1950. Miss Margaret Cary, Librarian at the Neville Co. discussed "Microcards and Microfilm." She spoke of the advantages and disadvantages of both and presented a very complete coverage of the subject. The second speaker, Mr. N. Brandt, on the Bausch and Lomb fellowship at Mellon Institute, gave an excellent and entertaining review on "Punched Cards."

Mellon Institute, March 27, 1951. Mr. Thomas Martinke, Librarian at the Babcock and Wilcox Co. was the speaker and gave an interesting presentation on the organization and achievements of his company library.

Miss Josephine Gilmore, President of the Pittsburgh Chapter and Librarian at Gulf Research and Development Co. spoke on **Moving a Library** — April 9th. Mr. Ross Cibella, Librarian, Hall Laboratories discussed **Publicity at Home**, April 26th.

Two of the Science-Technology members were on the panel of speakers scheduled by the Education Committee of the Pittsburgh Chapter to present their annual education courses.

Melvin J. Voigt, Librarian, Carnegie Institute of Technology, Pittsburgh, has been appointed a visiting professor of library science at the University of Michigan summer session, Ann Arbor, June 25 to August 18, 1951. He will offer two courses: The Bibliography of the Social Sciences and Science and Technology (Library Science 220) and Scientific Documentation (Library Science 230).

New York

In addition to the previous activities reported in our March issue, the New York Group met on April 5th at the E. R. Squibb and Sons Company in Brooklyn. A group of about 100 persons toured the library of the company and of the Squibb Institute for Medical Research, then were served in the company cafeteria. Dr. Geoffrey Rake, Director of the Squibb Institute and of the Medical Division of Squibb and Sons, spoke briefly on the place of the library in the organization.

During the year a number of members of the Group contacted a much larger number of company librarians concerning "Library Problems in Company Libraries." It was thought that an excellent discussion meeting could be held on this subject, but there was no time for such a meeting and it is hoped to have it next season.

The incoming Chairman of the Chapter Sci-Tech Group is Mr. John Kotrady, Asst. Technical Librarian, The Texas Co., 135 East 42nd St., New York 17. Vice-Chairman and Chairman-Elect for 1951-52 is Miss Gertrude Schutze, Librarian, Bristol-Myers Co., Hillside, N. J.

Boston

Long unheard from in these pages, the Boston Chapter Sci-Tech Group has been rolling merrily along with regular meetings on the second Tuesday of alternate months at noon in the M.I.T. Graduate House dining hall. They listened to an enlightening talk on a digital computer at the January meeting and in March they discussed interlibrary loans.

A preliminary investigation into the periodical holdings of the libraries of local SLA members is to be undertaken by Miss Dorothy Hart of the Arthur D. Little Co. and Miss Helen Henry of the library of the National Fire Protection Assn.

Officers of the Group for 1951-52 are Miss Dorothy Hart, Chairman and Miss Alice Anderson of Monsanto, Secretary.

Miss Margaret Firth of United Shoe Machinery Co., organizer of the Boston Sci-Tech Group and 1949-50 Chairman, has been elected President of the Chapter for 1951-52.

Section Membership

The post card canvas of the Division membership with the ballot mailing resulted in a return of 970 cards up to April 17. The tabulation is as follows:

Chemistry	492
Engineering-Aeronautics	214
Metals	197
Petroleum	144
Pharmaceutical	134
Public Utilities	62
Unaffiliated	114

NOTES FROM MARCH BOARD MEETING

(Continued from page 5)

Publications. Print order for "Technical Libraries" was raised to 2000 from the 1000 recommended at October 1950 meeting and 1500 at the meeting of the previous day, and the price set at about \$6.00. Bid for offset printing of 1500 copies of 192-page Membership Directory was accepted. Bid for mimeographing of revised "Classification Schemes and Subject Headings List Loan Collection" was accepted.

Division Liaison Officer's Report. It was reported that many Divisions are having difficulty operating on the 15c per member allotment and some have to rely on officers who can secure free mailing and mimeographing service from their organizations. It was stated in discussion that additional information should be received from Divisions, explaining the use of present allotments and the reasons for need of greater amounts. (See Sci-Tech Ways and Means Committee report on page 5. —Ed.) It was also felt by the Board that a study should be made of Division bulletins, how comprehensive they should be, what scope they should cover, etc. The Division Liaison Officer recommended further that the annual membership dues

statement include a list of Divisions and Sections and the information that additional affiliations cost 50c each. The Policies Committee later presented its findings on this suggestion, and in connection with its report the Board voted that consideration be given to putting the Divisions and Sections on the billheads when they are redesigned.

Editorial Policy. Along with extensive discussion of a possible change of Special Libraries to a quarterly scholarly journal and introduction of a monthly news bulletin, the Policies Committee recommended no change in Technical Book Review Index. Discussion at the Council meeting brought out both advantages and disadvantages of a news bulletin without any decision being reached. Further consideration will be given to the problem at the Chapter Relations and Division Relations dinner meetings at the Convention.

Dues. As all members have been informed, a By-Law change to increase dues has been proposed. During discussion of this, it was again brought out that Divisions need more money and that the additional Division affiliation fee is less than it costs Headquarters to collect and record it.

Gray Iron Founders' Society Manuals

1. "Metallic and Non-Metallic Coatings for Gray Iron." by C. O. Burgess, Technical Director, Gray Iron Founders' Society, 210 National City —East 6th Bldg., Cleveland 14, Ohio. 76 pp. 45 illustrations. 1950. \$1.75 to non-members.
2. "Welding, Joining and Cutting of Gray Iron." by C. O. Burgess, Gray Iron Founders' Society. 40 pp. 34 illustrations. Apr. 1951. \$1.50 to non-members.
3. "Inherent Advantages of the Casting Process and Gray Iron Castings." Gray Iron Founders' Society. June 1951.

Each of these manuals is a complete description of the most advanced processes in the fields mentioned and contains a carefully screened and exhaustive bibliography on each process. They contain practical operating information which is either not available or difficultly obtainable elsewhere. Much of the material was obtained directly from operating men in the field.

The first manual features information on sprayed metal coatings, hot dipped coatings, hard facing materials and methods, cementation or diffusion coatings, electrodeposited coatings, organic finishes, vitreous or porcelain enamels, chemical conversion coatings, and coloring. The second covers gas welding, arc welding, brazing, special joining processes, and torch and arc cutting of gray iron. It is said that all the advantages of welded fabrication, previously considered as limited to steel parts, can now be extended to gray iron components.

Although we have not seen the third in the series yet, we believe that any library in a plant using these materials or processes should have the complete set.

SELECTED ABSTRACTS

Documentation, its scope and limitations. LIBRARY QUARTERLY 21(1):13-26 (1951). J. H. Shera.

"Documentation," says the author "is that portion of bibliographic organization that is involved with the indirect communication of primary material within and among groups of specialists, to the end that they will receive, in a manner as efficient as possible, the data which they require for the effective execution of their work." The history of documentation embraces, on the international scene, the work of the Royal Society 1851-1925, The Concilium bibliographicum 1895-1930, International Institute of Bibliography (1895) now known as the International Federation for Documentation, the International Committee on Intellectual Cooperation 1925-1946, the International Federation of Library Associations (1927), and ASLIB (1924). At the national level, conspicuous examples of the recognition of the importance of documentation are 1) federal government: *Bibliography of Agriculture*, Index-Catalogue of Army Medical Library, bibliographical publications of the Library of Congress; 2) learned societies and associations: CHEMICAL ABSTRACTS, ENGINEERING INDEX and others, 3) commercial enterprises: work of H. W. Wilson Co. and the services issued by the Commerce Clearing House and the McGraw-Hill Publishing Co., 4) special libraries.

The two major approaches to the problem of documentation are the user and the agency. The author considers characteristics of the literature which are of primary interest to the pure scientist, the technician, the educator and student, and the layman. The types of agencies which serve our present system of documentation are the large research libraries, storage libraries, special libraries, and bibliographic centers. At present the profession lacks an appropriate technique for the effective internal arrangement of existing and future documentation services, but interest in classification is on the increase and mechanical devices are being developed. The need now is for a better understanding of the concepts and its use in scholarly activity, and the extent to which organized bibliography brings the arrangement of its materials into juxtaposition with these concepts.

Special library practice. Melbourne, Commonwealth Scientific and Industrial Research Organization, 1949. 81 p. B. Johnston.

This pamphlet represents a report on a visit to special libraries in England, France, Canada and the U. S. A. Each operation or technique is described clearly and concisely in a separate section, and comparison is made of the systems in use in the various libraries. This method of presentation is excellent and the discussions are detailed and exact.

Some notes on American practice in documentation.

J. DOCUMENTATION 6(4):206-212 (Dec. 1950). H. Cobans.

Scientific aids such as the microfilm, microcard, offset lithography and punched cards are discussed in the light of their practical use and their modification of traditional methods of documentation.

Searching the chemical literature. Edited by staff of Industrial and Engineering Chemistry. Advances in Chemistry Series No. 4. Washington, D. C., American Chemical Society, 1951. 184 p. \$2.00.

These 24 papers describe the areas of information to be searched, the types of data sought, and the techniques for searching.

Focal point: a composite record for the control of periodicals using a visible signaling device. J. DOCUMENTATION 6(4):213-228 (Dec. 1950). R. M. Jacobs.

The method described is best suited to the smaller special library where there are not too many holdings (average of 200) and activities. Before drafting a card one must decide what records need be kept about a periodical (source and method of acquisition, payment, receipt, circulation, loan, binding, housing, disposal), and the best kind of form for a particular record capable of presenting a composite picture of the holdings at a glance. The design of the card is described in detail and "action signaling" for controlling circulation, loans and receipts is explained.

Information analysis for machine searching. AMERICAN DOCUMENTATION 1(3):133-139 (Aug. 1950). J. W. Perry.

Due to the great expansion in science and technology correlating research results presents the following consideration of principles and problems: 1) how to conduct the analysis of information so that machines can be used to scan the results and collect a group of items worthy of attention, 2) precision of definition of terminology is a necessity in machine searching, 3) in designing a system for analyzing information only those generic and subgeneric terms which are likely to be used frequently in searching should be incorporated in the coding.

Considerations on utilization of scientific literature. SCIENCE 113(2937):399-403 (1951). P. A. Wolke.

The author suggests the activation of a long-range planning program to provide for adequate publication, distribution, and utilization of scientific literature. Since the journal system lacks flexibility it will be abandoned and papers will be regarded as units and published separately in brochure or card form. In the proposed system papers would be more readily available for use for they will be edited for content by scientific personnel; classified and indexed for rapid and certain selection; translated into one common language, and distributed in the original as well as the accepted language; papers published as brochures or cards convenient for handling, filing, and transporting; suitable distribution

on a subscription basis or by special request. The individual user benefits by receiving all, but only those papers in a specified subject field, in a language comprehensible to him, in a subject-matter filing system fixed by serial number and classification symbol, at greatly reduced cost.

Bibliographic organization. Chicago, University of Chicago press, 1951. 275 p. Edited by J. H. Shera and M. E. Egan. \$5.00.

The papers presented before the 15th Annual Conference of the Graduate Library School are stimulating articles covering the scope and history of bibliography, classification as a means of organizing information, needs of the different subject fields, and techniques and mechanical devices for locating, reproducing and expediting bibliographic materials.

In discussing the organization of information M. Taube expresses the difficulties encountered in classification to bring the thought to the reader. J. H. Shera presents the historical development of classification and concludes that existing schemes must be critically reviewed, new schemes developed, analysis of the content of research literature for current terminology and concepts so that these may be represented by specific subject headings. Ranganathan argues that his Colon Classification is a minute scheme necessary to make documentation effective.

Herman Henkle, in his paper entitled "The natural sciences," gives an insight into the nature of science and shows how it affects the characteristics and use of scientific literature. The scientist needs prompt reporting of new publications, guides to the literature of the past, and concerted action on the national and international level to avoid delays in publication, adequate coverage of the literature, and extensive duplication.

Ralph Shaw describes the development of electronic machines for bibliographic purposes, and states that their major field of usefulness is that of subject bibliography and in research rather than quick reference questions.

Notes on the subject approach to medical periodical literature. BULLETIN MEDICAL LIBRARY ASSOCIATION 39(2):118-121 (1951). S. L. Taine.

The author comments on some of the aspects of the subject heading problem such as specificity, custom-built subject heading lists, number of headings required by an individual article. He concludes that subject heading on the operational level remains an art in itself, and that the optimum level of subject heading is attained when there is subject knowledge and subject heading know-how.

